



MEMORANDUM

TO: Superintendents, Business Managers, Treasurers, and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

DATE: March 4, 2011

SUBJECT: Educational Jobs Fund

This is a reminder that Education Jobs fund money is available to schools for school-level educational and related services.

Schools are strongly encouraged to use the funds to support its educational and related services during the **2010-2011** school year. Keep in mind; the funds are available for obligations that occur as of August 10, 2010 (the date of enactment of the Act).

As previously noted, schools may request draws up to two times per month, by submitting an Education Jobs Fund Request Form. Schools should only draw those funds that will be expended within the three day time frame established by federal regulations. Schools are not allowed to hold or accumulate excess cash reserves of federal money. Additionally, schools may not use Educational Jobs Funds for general administrative expenses. If you do not know the balance of funds available for your school, please contact the Office of School Finance.

Schools must deposit allocations into Fund 7965-Education Jobs using receipt account 4581-Education Jobs and may not be co-mingled with other state or federal funds. If transfers are necessary, schools must abide by the requirements of I.C. 36-1-8-4. Schools will be responsible for supplying federally requested information to fulfill all Education Jobs Fund reporting requirements.

If your board does not plan to use the funds, please notify the Office of School Finance so the funds may be reallocated to other schools. All forms and memoranda related to the Education Jobs Fund, *including an updated Education Jobs Fund distribution list*, can be found on the Office of School Finance website at the following link: www.doe.in.gov/finance

If you have questions, please contact Kaitlin Boldt or me at 317-232-0840 or by email at kboldt@doe.in.gov or mambre@doe.in.gov.